

Office Space Tours

Questions to Ask

Company: _____ Toured With: _____
Address: _____ Date Toured: _____

How big is the office(s)?

Their response: _____

My impression: _____

Tech Platform Questions

What is the guarantee for bandwidth?

Their response: _____

Will I be on a public network?

Their response: _____

How do you ensure security?

Their response: _____

Additional notes: _____



How will my company be represented in the space?

Their response: _____

My impression: _____

What is included?

Their response: _____

My list of needs	Included?	Additional Cost
_____	Y N	_____

Additional notes: _____



What additional monthly costs, if any, can I expect?

Their response: _____

Additional Items	Monthly Cost
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Additional notes: _____

Will my budget cover everything I need?

My monthly budget: _____

Base cost for office(s): _____

Additional costs: _____

Additional notes: _____

Final Notes

